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MEET-5  
OTR Staff  
meetings

MINUTES

OTR STAFF MEETING

Tuesday  
11 May 54

Document No. 813

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: ORL

Attendance:

Mr. Baird, D/TR

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1. Mr. Baird quoted from Mr. Dulles' remarks at the last Orientation program, repeating his statement concerning the significance of training, emphasizing that any time spent in training by Agency employees is well spent. Mr. Baird also made reference to Mr. Dulles' comments concerning the loyalty of employees of this Agency. Mr. Dulles made it perfectly clear that no one in this Agency was to use information or documents, or any related knowledge obtained as an employee for purposes outside CIA unless specifically authorized. Any such action by an employee of this Agency will not be tolerated and will be grounds for immediate dismissal and subsequent prosecution.
2. Mr. Baird also commented on Mr. Dulles' position that employees of this Agency will not appear before Congressional committees unless specifically approved by the Director's office. Mr. Baird also indicated that he felt Mr. Dulles would continue to oppose any such appearances. The comment was also made concerning a question directed to Mr. [REDACTED] Chief of Operations, DD/P, at the conclusion of his presentation during the Orientation program. The question was what is the greatest need of the Clandestine Services. [REDACTED] immediate reply was: training.
3. Mr. Baird made reference to a draft plan for the reorganization of the Paramilitary Staff. The new title for this component will be the Psychological and Paramilitary Operations Staff. The announcement of this organizational change is scheduled for 24 May 1954, subject to the approval of DCI. Mr. Baird requested that no comment be made on this planned change to others, until DCI approval has been obtained by DD/P.

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- 25X1A 4. Mr. Baird announced that Mr. [REDACTED] has been assigned as the Records Integration Officer for the Office of Training. Mr. Baird said he would like to have full cooperation given Mr. [REDACTED] in his efforts to improve records management within OTR. 25X1A
- 25X1A 5. Mr. Baird made reference to the planned SAIS program for the summer of 1955, which will be devoted to Southeast Asia, and indicated to Mr. [REDACTED] that this program will probably bring an influx of indigenous trainees for whom the Project Training Division will be requested to provide covert training. In connection with the SAIS current program Mr. Baird specifically requested the Security Officer and the Administrative Officer to insure that all possible security steps are taken to protect representatives of the Foreign Divisions against being "blown" through their attendance. Reference was made to the unique feature of CIA employees attending the 1953 program, all arriving at SAIS with new one-hundred dollar bills to pay their tuition, thereby identifying themselves as a composite group.
6. Comment was made on the excellent program Mr. [REDACTED] had provided for Mr. Sheldon, Assistant Director for Current Intelligence. 25X1A
7. Mr. Baird requested that all staff and division chiefs make an effort to provide a real welcome for the DD/I and DD/A group who are being provided a conducted tour of this Office beginning 12 May 1954.
- 25X1A 8. Mr. Baird asked what progress was being made by the two gentlemen of the Management Staff [REDACTED] who are conducting the management survey of this Office. Several division chiefs said that they had had initial interviews with this team of from one to one and one-half hours' duration, and it was anticipated that these initial interviews would be followed up in more detail at a later date.
- 25X1A 9. Mr. [REDACTED] presented a brief survey of the Project Training Division and the Special Projects Branch, including in their discussion the organization, mission and objectives, and some of the problems encountered.
- 25X1A 10. Mr. [REDACTED] introduced discussion on a proposed CIA Regulation No. [REDACTED] and in general it was decided that this regulation would be totally inadequate for the purposes of the Office of Training. Mr. Baird stated that this should be the tone of OTR reply. 25X1A

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11. Mr. [REDACTED] announced that Mr. [REDACTED] had been given an award for superior performance of duty. It was suggested that Mr. Baird present this award during his visit [REDACTED] on 12 May.

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12. [REDACTED] stated that because of the cancellation of BIC (I) there would be one and possibly three JOT's available for interim projects. [REDACTED] stated he would like to know about the training components of other government agencies, their comparative or relative significance, and indicated that a newly assigned JOT could undertake such a research project. [REDACTED] stated that he had considerable information on this subject which he would be glad to provide. [REDACTED] also gave a very brief summary of his activities of the last two months while on loan to the Department of State. He said that a report had been prepared for the Secretary of State dealing with recruitment, training and assignment of personnel for the home and foreign service. A copy of this report will be made available to D/TR and [REDACTED] agreed to discuss it further if Mr. Baird so desires.

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